

Schools ITQ Entry 2 Unit 4 - (Bronze 2)

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- Click on the links in the table below for specific guidance on the assessment criteria.

Entry Level 2, Unit 4 -Desktop Publishing Software (2 credits)

1. Be able to use page designs and layouts for a publication

[1.1 Identify page layouts that could be used for a publication.](#) [5]

[1.2 Use a page design and layout for a publication.](#) [8]

2. Be able to create a publication

[2.1 Identify copyright constraints on using other's information.](#) [6]

[2.2 Input information into a publication.](#) [9]

[2.3 Combine information from different sources.](#) [11]

[2.4 Store and retrieve publication files.](#) [13]

3. Be able to use desktop publishing software to edit and format a publication

[3.1 Use software to format text.](#) [7]

[3.2 Use software to manipulate images and graphic elements.](#) [10]

[3.3 Check publication meets needs, making corrections as required.](#) [12]

Links to ITQ units

Entry Level

[Entry Level 1, Unit 1 - Improving](#)

Level 1

[Level 1, Unit 1 - Improving](#)

Level 2

[Level 2, Unit 1 - Improving](#)

Level 3

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Productivity Using IT (1 credit) [15]	Productivity Using IT (3 credits) [16]	Productivity Using IT (4 credits) [17]	Productivity Using IT (5 credits) [18]
Entry Level 2, Unit 1 - Improving Productivity Using IT (2 credits) [19]	Level 1, Unit 2 - Website Software (3 credits) [20]	Level 2, Unit 2 - Website Software (4 credits) [21]	Level 3, Unit 2 - Website Software (5 credits) [22]
Entry Level 2, Unit 2 - Using ICT to Select and Exchange Information (2 credits) [23]	Level 1, Unit 3 - Using Collaborative Technologies (3 credits) [24]	Level 2, Unit 3 - Using Collaborative Technologies (4 credits) [25]	Level 3, Unit 3 - Using Collaborative Technologies (6 credits) [26]
Entry Level 2, Unit 3 - Online Basics (2 credits) [27]	Level 1, Unit 4 - IT Security for Users (1 credit) [28]	Level 2, Unit 4 - IT Security for Users (2 credits) [29]	Level 3, Unit 4 - IT Security for Users (3 credits) [30]
Entry Level 2, Unit 4 -Desktop Publishing Software (2 credits) [31]	Level 1, Unit 5 - Spreadsheet Software (3 credits) [32]	Level 2, Unit 5 - Spreadsheet Software (4 credits) [33]	Level 3, Unit 5 - Spreadsheet Software (6 credits) [34]
Entry Level 2, Unit 5 - Using ICT: Safe Working Practices (1 credit) [35]	Level 1, Unit 6 - Specialist Software (2 credits) [36]	Level 2, Unit 6 - Specialist software (3 credits) [37]	Level 3, Unit 6 - Specialist Software (4 credits) [38]
Entry Level 2, Unit 6 - Using ICT in the Workplace (3 credits) [39]	Level 1, Unit 7 - Word Processing (3 credits) [40]	Level 2, Unit 7 - Word processing (4 credits) [41]	Level 3, Unit 7 - Word Processing Software (6 credits) [42]
Entry Level 2, Unit 7 - Imaging software (2 credits) [43]	Level 1, Unit 8 - Using the Internet (3 credits) [44]	Level 2, Unit 8 - Using the internet (4 credits) [45]	Level 3, Unit 8 - Using the Internet (5 credits) [46]
Entry Level 2, Unit 8 - Using ICT Equipment in a Work Place (2 credits) [47]	Level 1, Unit 9 - Drawing and planning (2 credits) [48]	Level 2, Unit 9 - Drawing and planning (3 credits) [49]	Level 3, Unit 9 - Drawing and Planning Software (4 credits) [50]
Entry Level 2, Unit 9 - Using Word Processing Software (2 credits) [51]	Level 1, Unit 10 - Presentation Software (3 credits) [52]	Level 2, Unit 10 - Presentation software (4 credits) [53]	Level 3, Unit 10 - Presentation Software (6 credits) [54]
Entry Level 2, Unit 10 - ICT for Employment (1	Level 1, Unit 11 - Database Software (3	Level 2, Unit 11 - Database software (4 credits) [57]	Level 3, Unit 11 - Database Software (6

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credit) [55]	credits) [56]	credits) [58]	
Entry Level 2, Unit 11 - Audio and Video Software (2 credits) [59]	Level 1, Unit 12 - Desktop Publishing Software (3 credits) [60]	Level 2, Unit 12 - Desktop Publishing Software (4 credits) [61]	Level 3, Unit 12 - Desktop Publishing Software (5 credits) [62]
Entry Level 2, Unit 12 - Presentation Software (2 credits) [63]	Level 1, Unit 13 - Using Email (2 credits) [64]	Level 2, Unit 13 - Using Email (3 credits) [65]	Level 3, Unit 13 - Using Email (3 credits) [66]
Entry Level 3, Unit 20 - Introduction to Using mobile IT devices (2 credits) [67]	Level 1, Unit 14 - Audio Software (2 credits) [68]	Level 2, Unit 14 - Audio Software (3 credits) [69]	Level 3, Unit 14 - Audio Software (4 credits) [70]
Entry Level 3, Unit 1 - Improving Productivity Using IT (3 credits) [71]	Level 1, Unit 15 - Imaging Software (3 credits) [72]	Level 2, Unit 15 - Imaging Software (4 credits) [73]	Level 3, Unit 15 - Imaging Software (5 credits) [74]
Entry Level 3, Unit 2 - Online Basics (1 credit) [75]	Level 1, Unit 16 - IT Communication Fundamentals (2 credits) [76]	Level 2, Unit 16 - IT Communication Fundamentals (2 credits) [77]	Level 3, Unit 17 - Video Software (4 credits) [78]
Entry Level 3, Unit 3 - Desktop Publishing Software (2 credits) [79]	Level 1, Unit 17 - Video Software (2 credits) [80]	Level 2, Unit 17 - Video Software (3 credits) [81]	Level 3, Unit 23 - Multimedia Software (6 credits) [82]
Entry Level 3, Unit 4 - Displaying Information Using ICT (3 credits) [83]	Level 1, Unit 18 - IT Software Fundamentals (3 credits) [84]	Level 2, Unit 18 - IT Software Fundamentals (3 credits) [85]	Level 3, Unit 24 - Additive Manufacture (6 credits) [86]
Entry Level 3, Unit 5 - Using ICT to Find Information (3 credits) [87]	Level 1, Unit 19 - IT User Fundamentals (3 credits) [88]	Level 2, Unit 19 - IT User Fundamentals (3 credits) [89]	Level 3, Unit 27 - Design Software (5 credits) [90]
Entry Level 3, Unit 6 - Communicating Information Using ICT (3 credits) [91]	Level 1, Unit 20 - Using Mobile IT Devices (2 credits) [92]	Level 2, Unit 20 - Using Mobile IT Devices (2 credits) [93]	Level 3, Unit 28 - Optimise IT System Performance (5 credits) [94]
Entry Level 3, Unit 7 - Producing Charts Using ICT	Level 1, Unit 21 - Data Management Software (2	Level 2, Unit 21 - Data Management Software (3	Level 3, Unit 29 - Set Up an IT System (5 credits)

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Entry Level 3, Unit 8 - IT Security for users (1 credit) [99]	Level 1, Unit 22- Understanding the social and environmental impact of architecture and construction (3 credits) [100]	Level 2, Unit 22 -Understanding the social and environmental impact of architecture and construction (4 credits) [101]	Level 3, Unit 32 - Computerised Accounting Software (5 credits) [102]
Entry Level 3, Unit 10 - Presentation software (2 credits) [103]	Level 1, Unit 23 - Multimedia Software (3 credits) [104]	Level 2, Unit 23 - Multimedia Software (4 credits) [105]	Level 3, Unit 37 - Internet of Things (6 credits) [106]
Entry Level 3, Unit 15 - Imaging Software (2 credits) [107]	Level 1, Unit 24 - Additive Manufacture (3 credits) [108]	Level 2, Unit 24 - Additive Manufacture (3 credits) [109]	Level 3, Unit 40 - Cloud Based Services and Applications (5 credits) [110]
Entry Level 3, Unit 28 - Personal information management software (1 credit) [111]	Level 1, Unit 25 - Developing Computer Games and Puzzles (4 credits) [112]	Level 2, Unit 25 - Developing Computer Games and Puzzles (4 credits) [113]	Level 3, Unit 41 - Cloud Based Systems and Security (5 credits) [114]
	Level 1, Unit 26 - Computer Games Development (3 credits) [115]	Level 2, Unit 26 - Computer Games Development (4 credits) [116]	Level 3, Unit 42 - Undertaking a RealWorld Project (5 credits) [117]
	Level 1, Unit 27 - Design Software (3 credits) [118]	Level 2, Unit 27 - Design Software (4 credits) [119]	Level 3, Unit 44 - Bespoke Software (4 credits) [120]
	Level 1, Unit 28 - Optimise IT System Performance (2 credits) [121]	Level 2, Unit 28 - Optimise IT System Performance (4 credits) [122]	Level 3, Unit 57 - Networking Fundamentals (5 credits) [123]
	Level 1, Unit 29 - Set Up an IT System (3 credits) [124]	Level 2, Unit 29 - Set Up an IT System (4 credits) [125]	Level 3, Unit 60 - Cisco CCNA 1 - Introduction to Networks (6 credits) [126]
	Level 1, Unit 30 - CAD (3 credits) [127]	Level 2, Unit 30 - CAD (3 credits) [128]	Level 3, Unit 61 - Cisco CCNA 2 - Routing and Switching (6 credits) [129]

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[Level 1, Unit 32 - Computerised Accounting Software \(2 credits\)](#) [133]

[Level 2, Unit 33 - Application Development Using Project Management Methods \(4 credits\)](#) [134]

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[Level 1, Unit 102 - Digital Editing and Publishing \(4 credits\)](#) [139]

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[Level 3, Unit 65 - Cisco - CyberSecurity Essentials \(6 credits\)](#) [141]

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